

Executive Registry

5-4192

APR 6 1954

MEMORANDUM FOR: Acting Deputy Director, Administration

SUBJECT: Proposed Notice No. [REDACTED]  
No. [REDACTED] LEAVE - REDUCTION OF EXCESS  
ANNUAL LEAVE ACCUMULATIONS

1. This office, on behalf of the Deputy Director (Plans), does not concur in the subject proposed Headquarters [REDACTED] Notices, for the following reasons:

a. The average person in DD/P cannot now really be spared from his position a sufficient length of time during the year to use up the leave which he accumulates during the year. Under this proposal, in order to reduce his current leave balance, he would have to use the leave he earns during the year plus six extra days, which would mean that in practically every case the individual would be out about six weeks on annual leave. Such extra leave multiplied by the number of personnel on duty could be equivalent to a very significant reduction in force.

b. The situation in regard to personnel returning from overseas would be even worse, with the average individual being required to use from thirty-five to forty-one days, or six to seven weeks, of annual leave during his first year back.

c. Since there seems to be a good chance that the present leave legislation will be amended during this session of Congress, it seems premature to formulate the leave policy proposed in these publications, particularly since there is no specific action required by the heads of the various agencies to reduce excess leave.

2. Mr. [REDACTED] will represent DD/P at the meeting which you plan to hold on this matter following completion of initial coordination of the subject publications.

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No Change in Class.	<input type="checkbox"/>
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By:	013

FOR THE DEPUTY DIRECTOR (PLANS):

Chief of Administration, DD/P

cc: DD/P